



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

National Policy

**ORDER
8100.5D**

Effective date:

04/14/2021

SUBJ: Aircraft Certification Service – Organizational Structure and Functions

This order describes the organizational structure of the Aircraft Certification Service (AIR) and its functions.

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Chapter 1. General Information

- 1. Purpose.** This order describes AIR's organizational structure and functions.
- 2. Audience.** The audience for this order is FAA and AIR offices, divisions, and delegated organizations and designees.
- 3. Where Can I Find this Order?** You can find this order on the MyFAA Employee website under Orders & Notices at https://employees.faa.gov/tools_resources/orders_notices, on the FAA's Regulatory and Guidance Library (RGL) website at <http://rgl.faa.gov> or on the Dynamic Regulatory System website at <https://drs.faa.gov>.
- 4. Cancellation.** FAA Order 8100.5C, *Aircraft Certification Service – Mission, Vision, Organizational Structure and Functions*, dated July 14, 2017.
- 5. Explanation of Policy Changes.** This revision describes functions of AIR divisions, including changing AIR-400 to AIR-40, incorporating the AIR safety office function in AIR-300, absorbing AIR-20's functions into AIR-600 and adding Organization Designation Authorization (ODA) function to AIR-800.

Chapter 2. FAA Mission and Vision

1. FAA's Mission. Our continuing mission is to provide the safest, most efficient aerospace system in the world.

2. FAA's Vision. We strive to reach the next level of safety and efficiency and to demonstrate global leadership in how we safely integrate new users and technologies into our aviation system. We are accountable to the American public and our aviation stakeholders.

Chapter 3. AIR Organizational Structure

AIR Organizational Structure. AIR consists of the Office of the Executive Director, the Executive Support Staff, the International Office, and five divisions. All of the staff offices and divisions report to the Executive Director. AIR employees are located throughout the United States (U.S.) with some International Office employees stationed in other countries. AIR's organizational structure is illustrated in Figure 3-1.

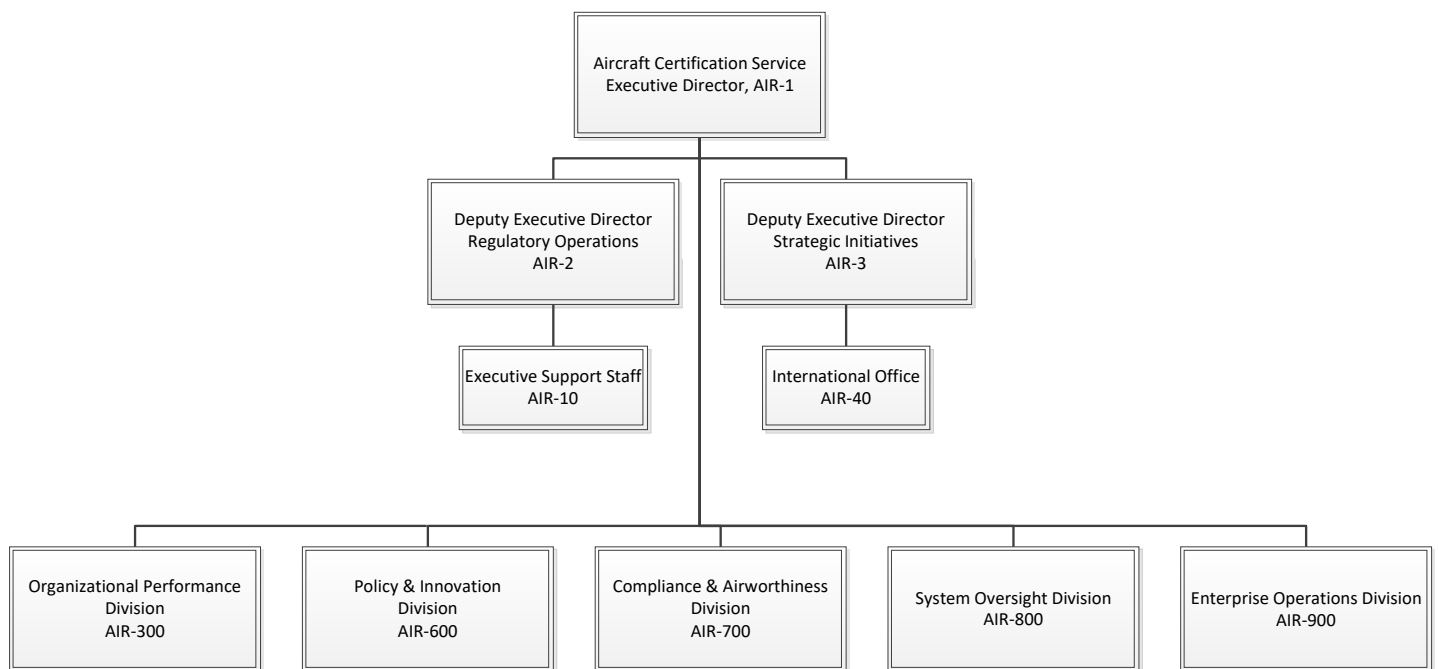


Figure 3-1. Aircraft Certification Service Organizational Structure

Chapter 4. AIR Functions

1. AIR Functions. The AIR divisions share responsibility for the design and production approval, airworthiness certification, and continued airworthiness programs of U.S. civil aviation products and articles. AIR performs the following functions:

- a.** Develop and maintain AIR regulations, manage overall fleet safety, and provide policy and educational tools to assist in regulatory compliance;
- b.** Issue design approvals, production approvals and airworthiness certificates, execute continued operational safety (COS) processes, and provide flight test support;
- c.** Provide oversight of all systems and processes associated with FAA approvals including: design, tests, production, issuance of certificates for domestic and foreign products, designee and delegation programs;
- d.** Support aerospace innovation by partnering with industry to develop safety requirements for new technology;
- e.** Monitor and assess the overall internal health of AIR, and provide strategic leadership for planning and effective program implementation within the organization;
- f.** Provide core services that enable success throughout AIR, including workforce management, financial management, workforce development, information technology (IT) support, and information management;
- g.** Collaborate between AIR divisions and the Flight Standards Service (FS), as well as other FAA organizations, to enhance safety of the national airspace system; and
- h.** Collaborate with other FAA organizations, other U.S. government agencies, the International Civil Aviation Organization (ICAO), industry safety teams, and other Civil Aviation Authorities (CAA) to maintain and further the safety of the international air transportation system.

2. Office of the Executive Director.

a. Office of the Executive Director (AIR-1, AIR-2, and AIR-3). The Executive Director (AIR-1), the Deputy Executive Director, Regulatory Operations (AIR-2), and the Deputy Executive Director, Strategic Initiatives (AIR-3) are responsible for managing AIR. AIR-1 reports to the Associate Administrator for Aviation Safety (AVS-1). AIR-1, AIR-2, and AIR-3 are responsible for the following functions:

- (1) Provide advice and assistance to the Associate Administrator in support of strategic planning, operational mission accomplishment, safety outcomes, resource management, and the administration of executive decisions;

(2) Develop and maintain productive relationships with the public, the aviation industry and community, and other government agencies; and

(3) Provide executive vision, leadership, and direction to AIR employees.

b. Executive Support Staff (AIR-10). AIR-10 is responsible for managing the executive support functions for the Office of the Executive Director, facilitating daily operations, managing workflow, and participating in policy implementation and integration of initiatives. AIR-10 is responsible for the following functions:

(1) Provide office management and administrative support to AIR-1, AIR-2, and AIR-3;

(2) Provide direction, guidance, and oversight for work assigned to AIR;

(3) Assign tasks to AIR divisions, monitor progress, and review completed work products for quality, consistency, and technical accuracy;

(4) Facilitate meetings for AIR leadership;

(5) Develop and convey AIR's key messages to internal and external stakeholders; and

(6) Provide consultation and coordination in complex matters related to aircraft certification, production and airworthiness, and COS within the FAA, other government departments/agencies, and industry organizations.

c. International Office (AIR-40). AIR-40 provides leadership to AIR and the international community to advance global aviation safety and facilitate the globalization of aeronautical products. It develops new bilateral and multilateral partnerships, strengthens existing relationships, and collaborates with foreign civil aviation authorities and ICAO to achieve a seamless exchange of aeronautical products in the global system. AIR-40 is comprised of two branches, the International Programs Branch (AIR-41) and the International Affairs Branch (AIR-42), and has offices in Brussels, Singapore and Washington, DC. AIR-40 is responsible for the following functions:

(1) Manage system assessments and technical evaluations for determining initial and ongoing scope of international aviation agreements and working procedures;

(2) Develop AIR's international strategy; negotiate, establish, and manage bilateral agreements for airworthiness and similar international aviation agreements;

(3) Develop and issue policy and guidance for the implementation of international aviation agreements and working procedures;

(4) Plan and execute bilateral relationship management meetings with bilateral partners and coordinate with AIR stakeholders for planning and subsequent action item closure;

(5) Represent AIR at ICAO and on the Interagency Group on International Aviation (IGIA);

(6) Plan and execute bilateral relationship management meetings with bilateral partners and coordinate with AIR stakeholders for planning and subsequent action item closure;

(7) Liaise with other offices within the Office of Aviation Safety (AVS), the FAA, the Department of Transportation, and other U.S. entities with international aviation responsibilities; and

(8) Provide executive leadership with analysis and recommendations on how to resolve issues with international implications.

3. AIR Divisions

a. Organizational Performance Division (AIR-300). AIR-300 supports continuous improvement of AIR operations through collaboration across the Service. AIR-300 is responsible for the following functions:

(1) In coordination with other divisions, develop, track, and analyze measures for AIR health;

(2) Manage AIR's strategic priorities and ensure strategic goals are achieved through effective implementation of the FAA, AVS, and AIR Strategic Plans;

(3) Conduct targeted analysis and provide recommendations to improve AIR's safety program and the efficiency and effectiveness of the Service;

(4) Support AIR-10 in developing AIR's key messages to internal and external stakeholders;

(5) Coordinate AIR audit activities related to Office of Inspector General, General Accounting Office, and Office of Management and Budget inquiries;

(6) Coordinate and track AIR responses to National Transportation Safety Board recommendations;

(7) Track AIR's commitment to rulemaking projects in cooperation with AIR-600 and ARM, as part of the FAA rulemaking program;

(8) Support AVS activities to maintain the AVS ISO 9001 certification;

(9) Lead standardization and coordination of change and program management activities for AIR's strategic-level projects and portfolios; and

(10) Integrate information on safety issues and inputs from across AIR, ensuring better cross-functional coordination, identification of emerging safety issues, and targeting of our strategic direction and safety initiatives.

b. Policy and Innovation Division (AIR-600). AIR-600 is responsible for supporting aerospace innovation by developing a clear pathway to certification for all aerospace products. AIR-600 is responsible for the following functions:

- (1) Develop and maintain AIR regulations, guidance, and directives;
- (2) Organize research and development activities for AIR;
- (3) Provide liaison support to industry and government committees and standards development organizations;
- (4) Maintain and manage the Senior Technical Experts Program; and
- (5) Conduct fleet safety studies and evaluate overall fleet safety needs by examining the effectiveness of regulations, policy and guidance based on product development and operational experience.

c. Compliance and Airworthiness Division (AIR-700). AIR-700 is responsible for the following functions:

- (1) Issue design approvals for domestic applicants and validate foreign design approvals;
- (2) Execute processes associated with the COS of products and articles;
- (3) Support overall fleet safety through the interaction and sharing of product safety knowledge to enable risk-based decision making for each division;
- (4) Conduct compliance and enforcement activities as necessary;
- (5) Appoint, oversee, and renew engineering designees and certain delegated organizations authorized to work on behalf of the FAA;
- (6) Provide flight test expertise for support of other divisions and manage the AIR flight test program; and
- (7) Provide engineering support to FS (e.g., process specifications, field approvals, etc.).

d. System Oversight Division (AIR-800). AIR-800 is responsible for the following functions:

- (1) Appoint, oversee, and renew manufacturing designees and certain delegated organizations authorized to work on behalf of the FAA;
- (2) Conduct compliance and enforcement activities as necessary;
- (3) Use common oversight philosophy, consistent with agency-wide oversight objectives, to oversee design approval holders, production approval holders, and Organization Designation Authorization (ODA) holders, including those located outside of the U.S.;

- (4) Oversee systems associated with design and production activities;
- (5) Work closely with other AIR divisions to confirm that systems recognized and accepted through bilateral agreements are performing, being maintained, and providing the expected safety outcomes;
- (6) Issue production approvals, airworthiness certificates, and special flight authorizations;
- (7) Issue design approvals for Boeing civil transport category airplanes; and
- (8) Promote consistency relative to development, implementation, and application of coordinated national ODA program policy across AVS.

e. Enterprise Operations Division (AIR-900). AIR-900 is responsible for the following functions:

- (1) Maintain oversight of AIR's financial resources, workforce management, information resources, and physical property;
- (2) Establish processes and tools to assure availability and effective distribution and use of resources in support of AIR's mission requirements;
- (3) Establish effective mechanisms and processes to acquire and retain a highly skilled workforce, and to support continued development of AIR personnel knowledge, skills, and abilities critical to AIR's mission;
- (4) Maximize the effectiveness of AIR's people through allocation of financial and physical resources to support AIR's workforce;
- (5) Develop a comprehensive information management strategy; and
- (6) Implement and support tools that improve AIR's ability to use data and information to achieve its mission.

Chapter 5. Administrative Information.

- 1. Distribution.** This order is distributed to all AIR employees and internal FAA stakeholders.
- 2. Authority to Change This Order.** AIR-1 issues changes to this order. However, changes cannot alter delegations of authority, relationships, or responsibilities set by FAA Order 1100.1, *FAA Organization – Policies and Standards*.
- 3. Suggestions for Improvements.** Please forward all comments on deficiencies, clarifications, or improvements regarding this order to: 9-AWA-AVS-AIR-DMO@faa.gov via email or complete the form online at <https://ksn2.faa.gov/avs/dfs/Pages/Home.aspx>. FAA Form 1320-19, Directive Feedback Information, is located in appendix A of this order for your convenience. If you require an immediate interpretation, please contact Office of the Executive Director, AIR-10, at (202) 267-8235; however, you should also complete Form 1320-19.
- 4. Records Management.** Refer to FAA Order 0000.1, *FAA Standard Subject Classification System*; FAA Order 1350.14, *Records Management*; or your office Records Management Officer (RMO)/Directives Management Officer (DMO) for guidance regarding retention or disposition of records.

Appendix A. Directives Feedback Form

If you find an error in this Directive, have recommendations for improving it, or have suggestions for new items/subjects to be added, you may let us know by (1) emailing this form to 9-AWA-AVS-AIR-DMO@faa.gov or complete the form online at <https://ksn2.faa.gov/avs/dfs/Pages/Home.aspx>.

Subject: FAA Order 8100.5D

Date: _____

Please mark all appropriate line items:

☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____.

☐ Recommend paragraph _____ on page _____ be changed as follows:

☐ In a future change to this order, please cover the following subject:
(Briefly describe what you want added.)

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____